



**Commonwealth of Massachusetts**  
**Department of Public Safety**  
**APPEAL OF CIVIL FINE FOR EXPIRED ELEVATOR**  
**CERTIFICATES (pursuant to 520 CMR 1.03)**

Please send appeal form to:  
Department of Public Safety, Civil Fine Enforcement Program Coordinator, 1 Ashburton Place, Room 1301, Boston, MA 02108

***APPLICATIONS MUST BE FILLED OUT IN INK AND ACCOMPANIED BY A \$100 APPEAL FILING FEE FOR EACH EXPIRED ELEVATOR CERTIFICATE BEING APPEALED***

<b>Name:</b> (First) (Last) (Middle)				
<b>Address:</b> (Street) (Apt.) (City) (State) (Zip Code)				
<b>Telephone number:</b>		<b>Email address:</b>		
<b>Date of Violation:</b>		<b>Ticket #</b> (on upper right corner of ticket):		

\*ELEVATOR STATE TAG NUMBER(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain why you are appealing the issued violation(s) (If you are filing for multiple units, please provide an explanation for each unit and attach additional sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ (Check here if applicable) I hereby authorize \_\_\_\_\_ to act as my representative at my appeal hearing.

\* A \$100 filing fee must be submitted for each elevator state tag number listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To file an appeal this entire form **MUST** be completed in its entirety and mailed to:

**Department of Public Safety  
Civil Fine Enforcement Program Coordinator  
One Ashburton Place, Room 1301  
Boston, MA 02108**

**Please note that incomplete forms will be returned to you. A \$100 filing fee must accompany all appeals of civil fines and payment must be made in the form of a check or money order made out to the Department of Public Safety. Cash will not be accepted.**

**Failure to file an appeal within 120 days of receipt of the notice of violation will result in a waiver of such right and all fines set forth in said notice shall be imposed.**

Payment of all fines is due within 120 days of receipt of the notice of violation. Failure to pay or appeal any violation within the 120 day time period may result in prohibition from renewal of any license held by the alleged violator, prohibition from sitting for any examination required to renew a license until payment is received, and/or any and all other remedies available to the Department, and will result in the Department referring all outstanding debts to the Office of the State Comptroller which is authorized to initiate collection proceedings in accordance with M.G.L. c. 7A, § 3; M.G.L. c. 7A, § 18 and 815 CMR 9.00.

Payment **MUST** be made in the form of check or money order made out to the Department of Public Safety. Cash will not be accepted. All payments should be mailed to the address listed above.